MC0087

HOSPITAL BUILDING NOTE

TRAINING SCHOOL FOR NURSES

14

MINISTRY OF HEALTH : LONDON : HER MAJESTY'S STATIONERY OFFICE
NOVEMBER 1961 Reprinted with amendments, 1964 PRICE 1s. 6d. NET

Training School for Nurses

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Appendix.

An addendum to Appendix E of Hospital Building Note No. 2, *The Cost of Hospital Buildings*, which sets out cost recommendations for the Training School for Nurses is supplied with this Building Note.

I. Scope

This Building Note gives guidance on the accommodation which is needed specifically for the theoretical and practical teaching of student and pupil nurses at any hospital.

Where schools for other students in the hospital service are also required at the same hospital considerable benefit can be gained from the sharing of certain accommodation such as the entrance hall, library and lecture room, and possibly classrooms, providing the total is adequate.

II. General considerations

A. Student nurses

General

Student nurses are trained for admission to the Register of Nurses and receive the major portion of their practical training in nursing procedures in the course of their duties about the hospital. The hospital, or group of hospitals in question has to be approved as a Training School by the General Nursing Council, the registration and examining body for the nursing profession, who require as a condition of this approval that accommodation shall be provided specifically for theoretical and practical instruction. The normal duration of a nurse's training course is three years. The annual intake of students can therefore be assumed to be one-third of the total number in the school.

Size of school

The variables which must be taken into account in assessing the amount of accommodation required are as follows

(i) *The total number of students.* The schedules of room areas have been tabulated in the Appendix to cover schools which have in training at any one time, 100, 200, 300 and 400 students. Accommodation for intermediate and larger sizes can be assessed by the application of the principles given in Section IV and interpolation in the table in the Appendix.

(ii) *The number of intakes in the school year.* This varies in existing schools from one to four and the number of students entering also varies throughout the year, the largest entry being in the autumn. It has been assumed in this Note that schools of 100 students will have two or three intakes, and larger schools three intakes per year.

In determining the size of the school the use of the facilities for the various other purposes listed below should be taken into consideration

(*a*) in-service instruction of registered and enrolled nurses;

(*b*) instruction of ward and departmental staffs in new procedures and techniques, e.g. arising from the introduction of central supply services;

(*c*) in-service training of nursing auxiliary staff;

(*d*) lectures and film shows of general interest;

(*e*) reference and lending library facilities for the nursing staff.

Organisation of training

On entering a training school the student nurse joins a preliminary training group (known as a Preliminary Training School) and undergoes a period of not less than eight weeks full-time training.* Thereafter instruction may be organised either on the "block" system, which involves an average of six weeks full-time study per year, or the "study" system, which releases the student nurse from normal duty for one day per week.

Siting of the school

The teaching department may be associated with one or more hospitals grouped together to form a training school. In the latter case, the preferred site will be adjacent to that hospital which provides clinical experience in the wards for the greatest number of students in their first year. This will allow close co-operation between the ward and the tutorial staff. The following factors should also be considered in choosing between the sites available

(*a*) aspect and prospect;

(*b*) isolation from noise sources, e.g. traffic, service zones, etc.;

(*c*) easy and quick access in all weathers to the wards and nurses' accommodation.

Traffic to the school will be largely pedestrian, but provision should be made for access by motor vehicles.

B. Pupil nurses

General

Pupil nurses are trained for the Roll of Nurses as distinct from the Register of Nurses. The hospital has to be recognised as an approved Training School for the Roll of Nurses by the General Nursing Council. The duration of the training course is one year's hospital training followed by one year of experience in a hospital under registered nurse supervision.

Size of school

The total number of pupil nurses should be taken into account when assessing the amount of accommodation.

The schedules of room areas have been tabulated to cover schools which have in training at any one time 20, 40, 60 and 80 pupil nurses.

*Student nurses undertaking the 1957 experimental syllabuses of training in mental nursing and in the nursing of the mentally subnormal commence their training with an introductory period and not a preliminary training school course.

Organisation of training

On entering training a pupil nurse spends a minimum of four weeks in preliminary training in the classroom. Thereafter it is usual for pupil nurses to have regular teaching throughout their two years period of training.

Siting of the school

The same siting considerations apply to schools for pupil nurses as to those for student nurses. Where, however, a hospital is approved for the training of both, then the training schools should be planned together so that some accommodation can be shared.

III. List of rooms

The accommodation has been divided into two groups

A. Basic accommodation

This should be provided in all cases for *student* nurses and consists of the following

(*a*) *Teaching accommodation*
- (i) Classrooms*
- (ii) Practice suite*
  - (*i*) Demonstration room
  - (*ii*) Practice area
  - (*iii*) Ancillary rooms
- (iii) Lecture room
- (iv) Discussion rooms*
- (v) Library*

(*b*) *Staff accommodation*
- (i) Principal tutor's room
- (ii) Tutors' rooms*
- (iii) Clerical assistant's office
- (iv) Lecturer's room

(*c*) *Ancillary accommodation*
- (i) Entrance hall*
- (ii) Sanitary accommodation*
- (iii) Cleaners' room*
- (iv) Circulation space necessary for the above accommodation*

The recommended areas for each size of school for student nurses are shown in the Appendix.

For *pupil* nurses, the basic accommodation is shown starred (*) in the list above. The recommended areas for each size of school for pupil nurses is shown in the Appendix.

Functional unit

The functional unit adopted for the basic accommodation in this Note and the related cost note (Appendix E: Building Note No. 2) is the place for a student or pupil nurse.

B. Additional accommodation

In some schools some accommodation in addition to the basic may be required:
- (*a*) Laboratory
- (*b*) Students' or pupils' common rooms
- (*c*) Coats and locker space
- (*d*) Kitchenette

IV. Description of rooms

A. Basic accommodation

(*a*) *Teaching accommodation*

(i) *Classrooms*

These are required for theoretical instruction and should be equipped with chalkboard, storage unit desks and chairs. In one of the classrooms there should be a small laboratory bench with sink and supply points.

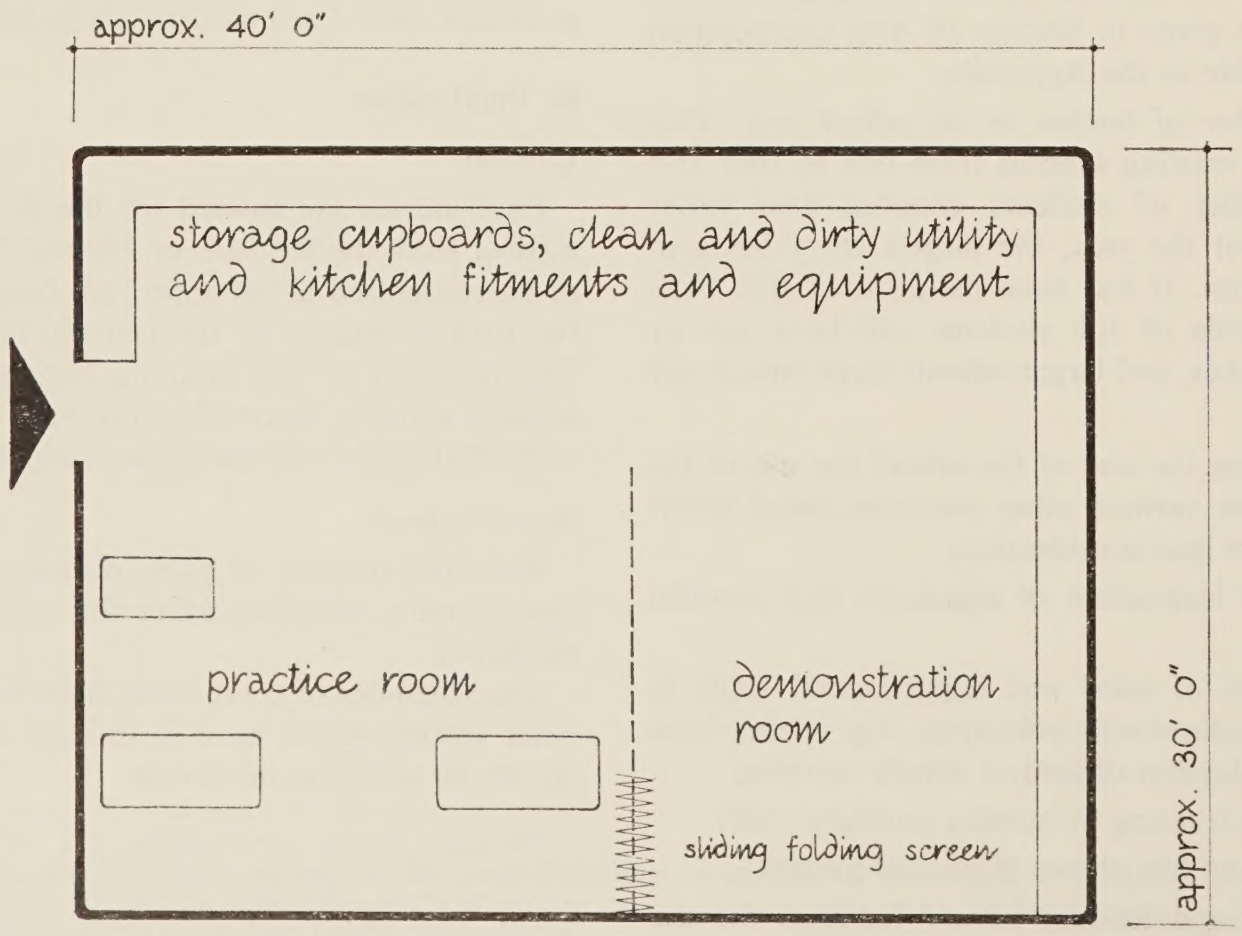
approx. 40' 0"
storage cupboards, clean and dirty utility and kitchen fitments and equipment
practice room
demonstration room
sliding folding screen
approx. 30' 0"

FIGURE 1. Typical layout of a practice suite for student nurses.

(ii) *Practice suite*—student *nurses*

It is preferable that this suite be sited at ground floor level if heavy equipment is transported for instruction purposes.

These suites are used to demonstrate various nursing procedures to students and to allow space in which they can practise them. The suites are used by students at all stages of training and consist of the rooms listed below, each of which is intended to accommodate a subgroup of not more than a dozen students at any one time. They will, in addition, be used for examinations. Figure 1 shows a diagrammatic layout of a practice suite for student nurses. In the 400 student school, the suite should include a second practice area sharing the ancillary rooms.

(*i*) *Demonstration room*

This room will be used for demonstration of nursing procedures. Fixed wall benching and storage units should be provided in addition to a hospital-pattern lavatory basin. Space will be required for a hospital bed and other movable equipment.

(*ii*) *Practice area*

This should be provided adjacent to the demonstration room and share with it a store for linen and other equipment. It should be equivalent in size to a four bed ward. Here the student will practise the ward procedures which have previously been demonstrated.

(*iii*) *Ancillary accommodation*

Simple facilities, relating to techniques in the clean and dirty utility rooms and ward pantry, should be provided within the practice suite for demonstration and practice purposes. It is not considered necessary to have separate ancillary rooms or bays.

Or

(ii) *Practice suite*—pupil *nurses*

Pupil nurses require a practice area, with adjacent ancillary accommodation as in IV(*a*) (ii)(*iii*) but a demonstration room is not necessary. The practice area should be laid out with a bed and a cot. Figure 2 shows a diagrammatic layout for a practice suite for pupil nurses.

(iii) *Lecture room*

This should accommodate half the students in the 100 student school and one third in larger schools. The seating should be fixed, with an adjustable writing surface, and in 200, 300 and 400 student schools it should be tiered. Apparatus for film and slide projection will be required. The demonstration area should be provided with a chalkboard, X-ray viewing screen, chart and paper storage, cupboards for skeleton, models and charts and a demonstration bench. Figure 3 shows a typical layout for a lecture room.

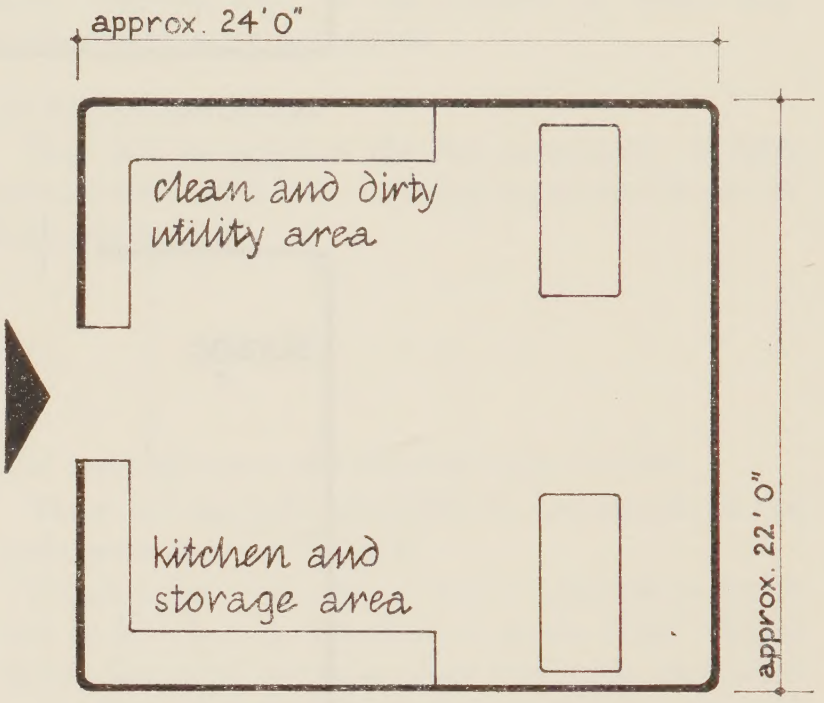

FIGURE 2. Typical layout of a practice suite for pupil nurses.

(iv) *Discussion rooms*

These will be used both for informal discussions or tutorials by groups of up to fifteen students, for meetings of tutorial staff or hospital nursing procedure meetings and also as private study rooms or small classrooms by groups of eight to ten students.

(v) *Library*

Fittings are required for books for loan, reference books and magazines. The layout should allow for reading desks or tables to be suitably grouped.

(*b*) *Staff accommodation*

This has been based on the ratio of tutors to students recommended by the General Nursing Council. Additional registered nurses may however be employed on the staff of the teaching department.

(i) *Principal tutor's room*

The principal tutor's room should provide accommodation for interviewing students and parents and for small staff meetings.

(ii) *Tutors' rooms*

A larger room for the senior tutor and a smaller room for each remaining member of the tutorial staff, will be required.

(iii) *Clerical assistant's office*

This should be adjacent to the principal tutor's room with joint access to storage for school records and stationery, etc. A small waiting space is needed nearby.

(iv) *Lecturer's room*

This will be used by visiting lecturers and should be planned with the lecture room.

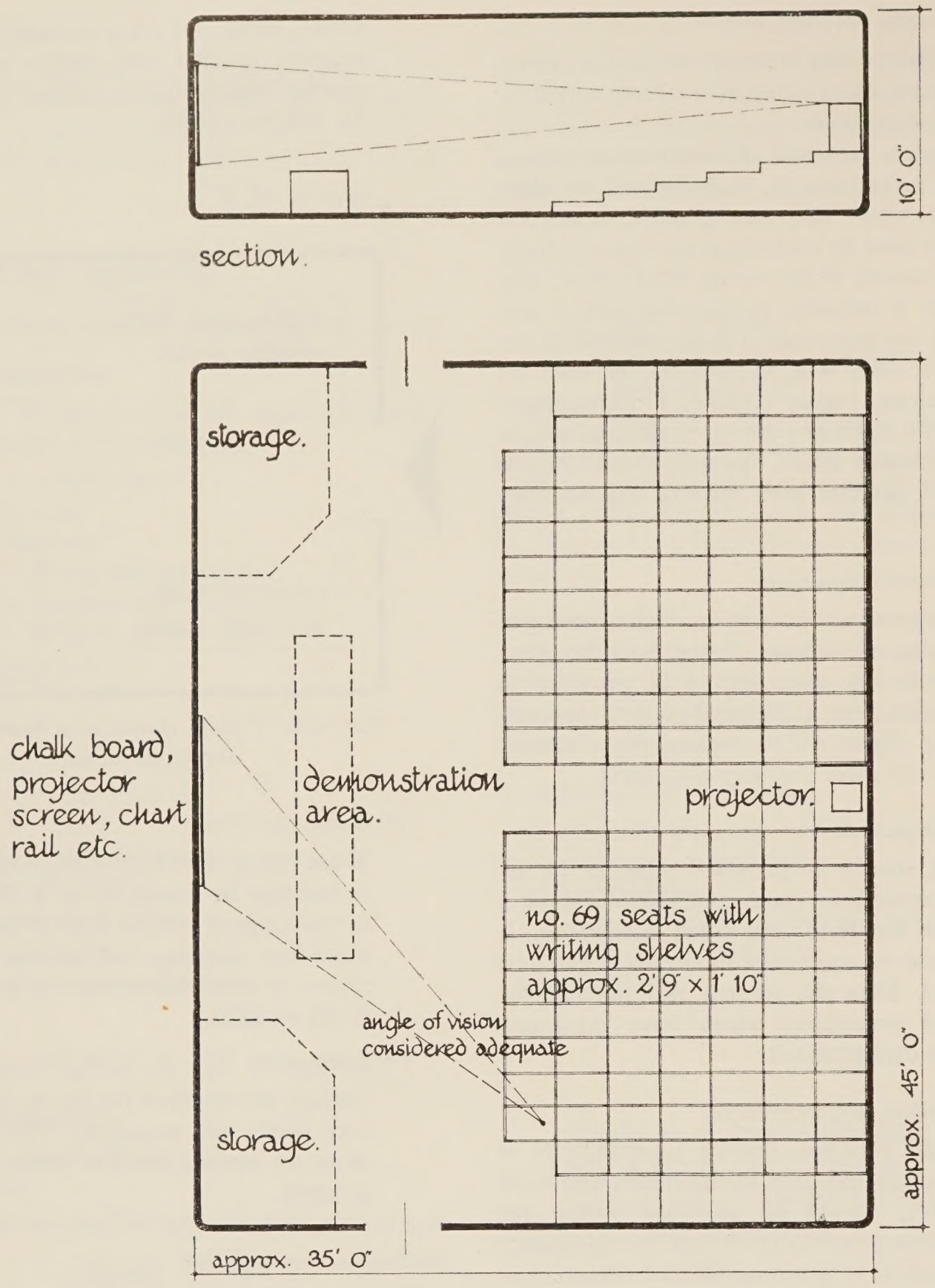

FIGURE 3. Diagrammatic layout of a lecture room for 138 places: approximately 1,600 sq. ft. in area.

(*c*) *Ancillary accommodation*

(i) *Entrance hall*

This should be attractively laid out.

(ii) *Sanitary accommodation*

Students

The following scale should be applied to the maximum number of students of each sex in the school building at any one time (not to the nominal student capacity of the school).

Six fittings are required up to one hundred students and thereafter five to each hundred. Half the fittings for men students should be supplied as urinals.

Staff

One for every five members with a minimum of one fitting for men and one for women.

A lavatory basin should be provided en suite for each sanitary fitting.

(iii) *Cleaners' room*

A cleaners' room is required with a bucket sink with hot and cold water, drainer and space for mechanical cleaning equipment, cleaning utensils etc. 50 sq. ft. should be provided.

(iv) *Circulation space*

Corridors which are to be used for the movement of equipment should be not less than 7 ft. wide.

A small bay is needed for a permanent or mobile tea-bar. This may be located adjacent to the common room, if provided, or planned with the entrance hall.

B. Additional accommodation

(*a*) *Laboratory*

The laboratory work carried out in a school of nursing is of an elementary nature and instruction can normally be given in a classroom or lecture room, or,

with the co-operation of the pathologist, in the pathology department of the hospital. In certain cases a laboratory of 400-600 sq. ft. may be justified, equipped for elementary chemistry, bacteriology and physiology.

(*b*) *Students' or pupils' common rooms*

If the School of Nursing is sited at some distance from the students' or pupils' residential accommodation, e.g. where it serves a group of hospitals, a common room should be provided for their use between periods of duty and instruction.

(*c*) *Coats and locker space*

The need for changing rooms, facilities for drying and lockers for clothing and the scale on which they should be provided will depend on the access from the school to the nurses' residential accommodation and main hospital, and on the number of tutors and students who are non-resident.

(*d*) *Kitchenette*

This will be required for the preparation of light refreshments, only if the teaching department is not on the hospital site.

V. Engineering services

Ease of access to the engineering services in teaching accommodation for nurses may not be so important as in wards or operating theatres, etc., but these services should none the less be designed with due regard to future maintenance.

Facilities should be provided for the easy installation of meters should they be at any time required.

Mechanical services

Heating and Ventilation

The conventional hot water radiator heating system generally has low installation and maintenance costs. Radiators should be placed below windows and against exposed walls to counteract cold air currents, with clear space beneath to facilitate floor cleaning. Embedded ceiling heating systems should conform with the recommendations of the Medical Research Council's Environmental Research Unit which may be found in the "Guide to Current Practice" of the Institution of Heating and Ventilating Engineers.

The following table gives recommended design temperatures based on an outside air temperature of 30°F.

Accommodation	*Temperature*	*Air changes per hour*
Tutors' and lecturers' rooms, offices, library, discussion rooms, common rooms ..	65°F	2
Classrooms, practice suite ..	62°F	2
Lecture room	62°F	2*
Entrance spaces..	60°F	3
Lavatories, cleaners' room, corridors and staircases.. ..	60°F	2

*Augmented by mechanical ventilation when the room is blacked out for projection purposes.

The above temperatures can be reduced when the building is unoccupied, to save running costs.

Mechanical ventilation is not normally required except for the lecture room.

The fresh air supply to the lecture room should be filtered and warmed before being introduced into the room at low level through suitable diffusers designed to avoid the creation of draughts. Discharge from the room should be through high level extract arrangements to the outside.

Hot and cold water and drinking water services

These are normally provided by connection to the main services of the hospital.

Elbow-action taps with a mixed temperature outlet will be required in the practice suites. These fittings should be similar in type to those used in the associated hospitals. Laboratory type fittings will be required where there are laboratory sinks; normal pillar taps should be provided elsewhere.

A drinking water point taken directly from the mains should be provided in the kitchen and the cloakroom.

Town gas

If a gas supply is immediately adjacent to the department it should be extended to the bench point in one classroom and to the laboratory.

Fire alarms and fire-fighting equipment

Information on fire alarms and extinguishers is given in B.S. Codes of Practice and in H.M.(56)36 on Hospital Fire Precautions. Advice on the fire-fighting installation proposed should be sought from the local fire authority.

Electrical installation

General

The electrical installation will include wiring and equipment for general and special lighting, socket outlets, bedhead units, heating, ventilating, projection equipment, telephones and clocks.

Supply and distribution

Generally, the electrical supply will be provided by a sub-main circuit from the main intake and distribution centre.

Unless a conveniently located distribution centre is available a centrally located switch room should be provided for the school to house the sub-main and local distribution equipment. The enclosure should be large enough to allow for possible future extensions. Additional distribution boards should be installed in dry and readily accessible locations.

The boards should be easily reached from a standing position and some may need to be fitted with locks. H.R.C. fuses are recommended and adequate spare ways should be provided. Conduits and cables should be concealed, service ducts being provided wherever practicable.

Artificial lighting

Specialised lighting is largely confined to the classrooms and the lecture room, as indicated below. Lighting of other areas generally follows standard modern practice.

The following table gives recommended values of illumination for various rooms:

Accommodation	*Average lumens/sq. ft. recommended at working level*
Classrooms, lecture room, library	20
Demonstration room, discussion rooms, practice suite and offices	15
Common room	10
Entrances, lavatories, cleaners' room, corridors and staircases..	7*

*This figure may be increased where adjacent intensities are high.

Classroom lighting will need to be supplemented by local glare-free lighting at the chalkboards.

The lighting in the lecture room should be controlled at the entrance and by a dimmer from the projectionist's station. A locally switched, shielded light should be provided for the use of the projectionist.

Where bedhead units are provided in the practice suite, it will only be necessary to wire up the bedhead lamp and the socket outlet.

Corridor lighting fittings should be of an enclosed type. Particular care should be taken to site staircase fittings to facilitate cleaning and maintenance.

Mains voltage outlets

Sufficient 13 amp. universal type shuttered socket outlets on ring circuits should be provided to allow each portable appliance likely to be used at the same time to be connected to a separate outlet.

Preferably socket outlets should incorporate switches. Other types of sockets should be provided only where there are special reasons.

The following socket outlet distribution is suggested:

Classrooms	One socket outlet near chalkboard plus one twin socket outlet for microscopes.
Demonstration room	Two twin socket outlets arranged to suit bench positions plus one socket outlet for cleaners' use.
Lecture room	One twin socket outlet at the projectionist's station plus one twin socket outlet at lecturer's rostrum (for shielded reading light, illuminated pointer, etc.) plus suitable number of socket outlets for cleaners' use.
Principal tutor's and tutors' rooms	One twin socket outlet.
Entrance, corridors and other rooms	Socket outlets to be provided to allow for the convenient use of portable domestic cleaning appliances having flexible leads assumed to be 30 ft. long.

Electric clocks

Electric clocks will normally be required in the classrooms, lecture room, demonstration room, discussion rooms, entrance hall and library.

Telephones

Telephone facilities for internal and external calls for the teaching unit will form part of the hospital telephone system and will normally be provided in the principal and senior tutors' and clerical assistant's offices. A public telephone booth with coin box may be required.

APPENDIX

Rooms and area in square feet

Total number in school	Students				Pupil Nurses			
	100	200	300	400	20	40	60	80
(*a*) *Teaching accommodation*								
(i) Classrooms	1×360	2×480	1×720 1×600	2×480 1×720	1×360	1×480	1×600	1×720
(ii) Practice suite	1,200	1,200	1,200	1,600	500	500	800	800
(iii) Lecture room	600	840	1,200	1,600	—	—	—	—
(iv) Discussion rooms	2×200	2×200	3×200	3×200	1×200	1×200	1×200	1×200
(v) Library	400	600	800	1,000	—	1×200	1×200	1×200
(*b*) *Staff accommodation*								
(i) Principal tutor	170	170	170	170	—	—	—	—
(ii) Tutors' room—Senior	1×120	1×120	1×120	1×120	1×120	1×120	1×120	1×120
others	100	100	100	100	—	100	100	100
(iii) Clerical assistant's office ..	100	100	100	100				
(iv) Lecturer's room	100	100	100	100				

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Hospital Building Note No. 2.

Appendix E

Training School for Nurses

Hospital Building Note No. 14

The scales of accommodation and cost recommendations are applicable to all types of hospital.

A. Basic accommodation

(*a*) *Teaching accommodation*

(i) Classrooms*
(ii) Practice suite*
  (*i*) Demonstration room
  (*ii*) Practice area
  (*iii*) Ancillary rooms
(iii) Lecture room
(iv) Discussion rooms*
(v) Library*

(*b*) *Staff accommodation*

(i) Principal tutor's room
(ii) Tutors' rooms*
(iii) Clerical assistant's office
(iv) Lecturer's room

(*c*) *Ancillary accommodation*

(i) Entrance hall*
(ii) Sanitary accommodation*
(iii) Cleaners' room*
(iv) Circulation space necessary for the above accommodation*

Note: The whole of the above accommodation is applicable to Training Schools for Student Nurses. The accommodation applicable to Training Schools for Pupil Nurses is asterisked (*).

B. Additional accommodation

(*a*) Laboratory
(*b*) Students' or pupils' common rooms
(*c*) Coats and locker space
(*d*) Kitchenette

Circulation space—for the purpose of the provisional cost limit the area occupied by internal circulation space and internal walls and partitions represents, on average, an addition of 30 per cent to the net floor area of the basic and additional accommodation.

DEPARTMENTAL COST ALLOWANCES

1. Basic accommodation

Functional unit—the place for student or pupil nurse.

(*a*) For the first 100 student nurse places—allow £25,600
  for each additional student nurse place—allow £96
(*b*) for the first 20 pupil nurse places—allow £11,000
  for each additional pupil nurse place—allow £110

2. Additional accommodation

Cost of additional accommodation—allow £4 18s. 0d. per square foot

Note: Engineering

The following engineering services are included in items (1) and (2) above and account for approximately 24-26 per cent of the total cost of the basic and additional accommodation

Space heating

Extract ventilation of practice suite, lecture room and kitchenettes

Hot, cold and drinking water

Lighting, power, including fittings, clocks, telephone and fire alarm systems

Domestic cookers

Fire-fighting equipment

NOTE: Cost allowances have been revised and the above figures are operative from 1st May 1963.

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Printed in England for Her Majesty's Stationery Office by Fosh & Cross Ltd. London

E7313 Wt.3883/9572 K36 1/64 Gp.3324

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